

MINUTE RECORD

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)	
WORKGROUP NAME:	SPF/SIG Advisory Committee (SAC)
DATE:	October 17, 2008
TIME:	11:00 a.m. – 3:00 p.m.
LOCATION:	State Of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821
CO-LEADER(S):	Larry P. Scott, Project Director Donald L. Allen, ODCP Director – SPF/SIG Chairman
GUEST SPEAKERS	Marcus Bouligny Albert Gay
RECORDER:	Carolyn Foxall, Project Coordinator

INTENDED MEETING OUTCOME

1. Administrative Announcements
2. Workgroup *Action* Item Reporting (Action items refer to priority or completed deliverables or reports that require SAC voting approval and/or will be advanced to ODCP for feedback.)
 - a. Inter-Governmental Workgroup (IG)
 - b. State Epidemiological Workgroup (SEW)
 - c. Coalition Workgroup (CW)
 - d. Childhood and Underage Drinking Workgroup (CUAD)

Learning Community – “Sustainability Keys to Success – Part 2”

KEY POINTS – SUMMARY

Administrative Items - The SPF/SIG Advisory Committee (SAC) convened for a monthly meeting on Friday, October 17, 2008.

- Larry Scott, Project Director, welcomed the participants.
- Minutes of the September 19, 2008 meeting were silently reviewed and unanimously approved.

Inter-Governmental Workgroup (IG) – After piloting the new web-based Environmental Scan draft it was determined that Marguerite Grabarek would need to determine how the responses could be aggregated in a manner that provided the state and workgroup with adequate information. Meeting specifics are available in IG minutes. No SAC voting action required.

State Epidemiology Workgroup (SEW) – No SAC voting action required.

Childhood & Underage Drinking Workgroup (CUAD) – No SAC voting action required.

Coalition Workgroup (CW) – Ann Comiskey, CW Chairperson reported that group’s focus has been:

- **Coalition List Serv** – “Cool List” was the agreed upon List Serv service. It will be invitational to coalitions known by Coordination Agencies.

The SAC business meeting transitioned to a Learning Community entitled “Sustainability Keys to Success – Part 2. The stated goals of the (LC) were:

- Define sustainability in the context of a community coalition
- Identify the changing assumptions of community prevention practice
- Identify the three sustainability capacity keys

- Relate the three sustainability capacity keys to the steps of the Strategic Prevention Framework
- Pose questions that are relevant to the development of a sustainability plan

These were accomplished through discussion, a PowerPoint and group interaction. Following the workshop a homework assignment designed to be a planning tool help communities sustain outcomes/benefits and teach key community stakeholders how to assist others. In addition, each CA was asked to bring a three-person team consisting of their 1) Prevention Coordinator and/or Project Manager; 2) Evaluator and/or CEW member; and 3) a CSPPC member or someone astute about Environmental strategies. The PowerPoint and worksheets accompany these minutes. Part 2 of the LC will be conducted on Friday, October 17, 2008, from 11:00 a.m. until 3:00 p.m. Early bird concurrent workgroup meetings are scheduled from 8:30 (registration) until 10:00 a.m. to allow adequate time for project updates and permit trainers to conduct the Learning Community.

There being no further business, the meeting was adjourned.

ACTION			
■ THERE WERE NO ACTION ITEMS ASSIGNED TO SAC MEMBERS AS A FOLLOW UP TO THIS MEETING.			
ACTION ITEM	RESPONSIBLE	DEADLINE	PROGRESS AND FOLLOW-UP ACTIONS
N/A			
WORKGROUP OVERLAP			
■ PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL EFFECT ANY OTHER WORKGROUP OR CLUSTER.			
■ LIST ANY DECISION, INFORMATION, POSITION, ETC., THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.			
■ RECORD OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.			
OVERLAPPING GROUPS (PLEASE LIST ALL GROUPS)	OVERLAPPING ISSUE	COMMUNICATION STRATEGY AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP	
CW and SEW	Increasing School District involvement with MiPHY surveys. MDE and ODCP shared data information.	Initial discussion between ODCP and MDE, followed by engagement of CW.	

RESEARCH & TECHNICAL ASSISTANCE REQUESTS		
■ PLEASE LIST EVERY REQUEST FOR RESEARCH, TRAINING, OR TECHNICAL ASSISTANCE HERE. PLEASE ALSO RECORD ALL ACTIONS TAKEN TO MEET THIS REQUEST. FOR EXAMPLE, YOUR REQUEST FOR RESEARCH MAY BE "NEED RESEARCH ON THE USE OF RISK ASSESSMENTS AT DHS." THE ACTION ITEM WOULD BE "GATHERING RESEARCH ON RISK ASSESSMENT FROM DHS." ANOTHER ACTION ITEMS MAY BE "JIM NYE GAVE A PRESENTATION ON THE RISK ASSESSMENTS USED BY DHS."		
■ NOTE THE REQUEST FOR RESEARCH IN THE "REQUEST FIELD." NOTE WHO YOU ARE CONTACTING TO MEET THIS NEED IN THE "TO WHOM" FIELD. NOTE ANY FOLLOW UP ACTION TAKEN IN THE "ACTION TAKEN" FIELD.		
■ PLEASE BE VERY CLEAR ABOUT WHAT IS NEEDED AND WHAT WAS DONE TO MEET THAT NEED.		
REQUEST	TO WHOM	ACTION TAKEN
N/A		

NEXT MEETING	
DATE:	FRIDAY, OCTOBER 17, 2008
TIME:	11:00 A.M. – 3:00 P.M.
LOCATION:	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821

ANY ADDITIONAL COMMENTS?

N/A

ATTENDANCE

PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT “YES” IF THE PERSON ATTENDED THE MEETING AND “NO” IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.

MEMBERS’ AND GUESTS’ NAMES	ORGANIZATION	WORKGROUP AFFILIATION	HERE? Yes/No
Attendance Roster on file with ODCP			